

GRACE LUTHERAN CHURCH – Sioux Falls, SD
DIRECTOR OF YOUTH AND YOUNG ADULT MINISTRY

Purpose: The Director of Youth and Young Adult Ministry will direct and develop a relational ministry with Middle School Youth through Young Adults at Grace Lutheran Church. The director will empower these youth and young adults to be active participants in their church and community through regular youth events and outreach projects, as well as by encouraging youth engagement within the church community.

Organizational Relationship

Reports to: Senior Pastor

General Work hours: Full time – average of 40 hours per week with regularly scheduled office hours. The position includes some evenings, weekends, and church holidays.

Salary: Based on SD Synod Guidelines for lay professional workers, includes ELCA Medical/Pension

Dress: Conform to suitable dress code

Reviews: Performance review after first 3 months of employment, and annually thereafter. Annual review will be completed by the Senior Pastor with input from the Personnel Committee.

Staff Expectations

1. Commitment to the mission of Jesus Christ and the Church.
2. Keep a strict confidentiality of pastoral ministry and office business.
3. Know that you represent the church and maintain an appropriate professional manner when relating to the public.
4. Ability to communicate and work with people of all ages.
5. Choose and mentor a volunteer assistant to become familiar with your responsibilities.
6. Be an active participant in worship at Grace and in the life of the congregation. Membership at Grace Lutheran is encouraged. Membership in a Christian congregation is required.

Position Expectations

1. Encourage youth and young adult involvement in the discipleship of Jesus Christ through the ministries of Grace Lutheran Church
2. Developing genuine, affirming, safe, and appropriate relationships with youth and young adults and foster the growth of relationships among the youth and young adults.
3. Creativity in relating to and providing fresh and dynamic programming for youth and young adult ministry.
4. Familiarity with parish based youth programming or significant involvement in outdoor ministry.
5. Understanding of Lutheran theology.
6. Attend scheduled staff meetings.
7. College Degree preferred or related life experience.
8. Proficiency in computer skills and social media communication.
9. Musical background desirable.
10. Pass a background check and have a clean driving record.

Specific Responsibilities

Faith Formation and Empowerment

1. With the Youth and Young Adult Committee, organize and/or coordinate weekly school-year activities for Middle School and Senior High youth and involve adult and young adult volunteers with youth. Coordinate and collaborate with leaders of Sunday school and Confirmation programs.
2. Organize and coordinate monthly programs/activities for young adults to gather and grow in their faith.
3. Engage the youth in the life of the congregation by involvement in worship, service events, and fellowship events.
4. Organize participation by Grace Lutheran youth in local, synod, and national youth gatherings, plan fundraisers to generate funds to attend such events, and ensure proper adult supervision at the events.
5. Encourage and support youth in grades 3 through 12 with registering for camp and attend with them as possible.

Outreach and Service

1. Encourage youth/young adult outreach and service to the community through quarterly (at a minimum) events.
2. Plan an outreach activity for 5th and 8th graders as they transition into middle school and high school groups.
3. Encourage youth involvement in youth music and arts ministry in the congregation. Coordinate and collaborate with leaders of youth music and arts in scheduling activities.

Collaboration and Engagement

1. Develop leadership among young adults by engaging them in their own program planning and implementation.
2. Lead monthly Youth and Young Adult Committee meetings.
3. Provide opportunities for the parents of the youth to stay engaged in the faith development of their child.
4. Participate in area youth ministry networks such as YNET.
5. Attend, as time allows, school and community activities in which the youth participate.

Communication and Administrative Tasks

1. Keep the congregation informed of youth and young adult ministry by providing monthly articles to the parish newsletter and coordinating appropriate social media and web page communication for youth and young adults.
2. Implement and execute a plan to contact inactive youth of Grace Lutheran and encourage them to participate in the life of the congregation and youth activities.
3. Maintain an active youth and young adult roll and develop a mailing list for each group.
4. Keep appropriate records of youth involvement in activities and report regularly to the Pastor and Youth and Young Adult Committee.
5. Manage the disbursements of budgeted and designated funds within the adopted budget in adherence with the purchasing and expenditure process of the congregation.

This job description shall include but not be limited to the above duties. It is reasonable to expect that this job description may change slightly from time to time.

(Revised January 2025)